

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF OKLAHOMA**

New Order Procedure

ORDERS

Pursuant to Local Rule 9072-1, proposed order granting the relief requested shall be presented to the Clerk when a motion is filed. The proposed order must conform to the following format requirements:

1. The top margin of the FIRST PAGE must be four (4) inches. All other pages of the order will have a top margin of one inch.
2. To assist the court in verifying that the "entire" body of the submitted order has been properly transmitted, the LAST LINE in the order must be three (3) pound symbols (###), centered in the middle of the page, to indicate the order is completed.
3. A line for the date and a signature line for the judge is omitted. All orders will be signed electronically by the judge in the space provided by the top margin on the first page.
4. All orders prepared by legal counsel shall indicate the name of the law firm, name and bar number of the attorney responsible for the order, mailing address and phone number for the firm and, if desired, the fax number and/or e-mail address. This information shall be included on the order after the line containing the three (3) pound symbols.
5. All proposed orders must contain the language "the Movant Shall Notify All Interested Parties Of This Order".
6. **Orders must be submitted using this format beginning March 1, 2004. All orders must comply with this format, whether or not attorneys are filing electronically.**

SUBMITTED ORDERS

Electronically submitted orders shall not be combined with the application or motion. The application or motion must be entered on the docket prior to submitting a proposed order to the Court. Do not attempt to file a pleading which contains an order in the body of the pleading.

TEXT ORDERS

The Court will be issuing text orders, which will not include a separate document signed by the Judge. The entry of the text on the docket sheet will take the place of a signed order. A text order will be identified by the Statement "This notice of Electronic Filing is the official Order for this entry. No document is attached. And IT IS SO ORDERED S/JUDGE TOM R. CORNISH". Whatever form an order of the Court takes, it will still have the same power and effect as paper orders signed by the Judge.

The moving party will be required to print the text order and mail it to any party not receiving electronic notice.